



Overview of the School Staffing Project

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Since 2010, OPI has made significant strides in developing Montana's statewide longitudinal data system for K-12 education. Our efforts are focused on making reliable data and timely information more readily accessible to educators and the public, with the goal of promoting successful outcomes for students in Montana's K-12 schools.

The School Staffing Project is an integral component of the K-12 Data System being developed in Montana. The project integrates with GEMS, Montana's data warehouse for K-12 education.

The School Staffing Project includes:

- ☐ Montana State Educator Information System (MSEIS)
- ☐ Assignment of School Employee Identifiers (SEIDs)
- ☐ TEAMS - Terms of Employment, Accreditation, and Master Schedule
- ☐ K-12 Course Codes and Mapping Tool and
- ☐ School Employee Salary and Benefit ("compensation") Information

Montana State Educator Information System (MSEIS)

The Montana State Educator Information System (MSEIS) for educator licensure is on target to be implemented in March 2013. The system will automate and improve many tasks related to licensing of educators. Representatives from postsecondary educator preparation programs will use this new system to recommend teaching candidates for licensure. School district personnel will have greater electronic access to the educator licensure system, including a feature for school administrators to inform licensure staff when schools are trying to hire someone with a pending licensure application.

Assignment of School Employee Identifiers (SEID)

Montana school districts will begin reporting salary and benefit information for each school employee for the 2012-13 school year. As part of the set-up for this collection, districts will need to submit requests to OPI to generate identifiers for school district employees. The data elements that will be required for each district employee include Social Security Number (SSN), First Name, Last Name, Middle Name, Date of Birth, and Gender. The SSN will be stored by OPI in a secure, encrypted format and will be used only for the purpose of generating the SEID. Once the SEID is assigned, any data

collections associated with an employee will be reported using the employee identifier and not the SSN.

TEAMS – Terms of Employment, Accreditation, and Master Schedule

TEAMS is a module of the MSEIS system. TEAMS stands for **T**erms of **E**mployment, **A**ccreditation, and **M**aster **S**chedule. These collections will fulfill a number of new and anticipated reporting requirements in addition to replacing the existing Annual Data Collection (ADC).

Component 1: Terms of Employment

In the Terms of Employment collection, districts will report information on the employment status of each employee of the district. The data elements include position code, FTE portion, base salary, employment start and end dates, total annual days and hours, Full-time/Part-time status, and permanent/temporary status. This information is likely to be drawn from the district's human resource management system. OPI will collect this information in the Fall of each school year and at fiscal year-end.

OPI is collecting FTE and contract information to put salary and benefit information into context and to report average salaries for teachers and administrators. To provide comparable data on salary and benefits, OPI also needs to collect information on hours and days worked.

Component 2: Accreditation

One component of the TEAMS module that will be familiar to school districts is the Accreditation component. This component will include questions regarding compliance with the *Montana School Accreditation Standards*.

Component 3: Master Schedule - Teacher/Class

Once the Terms of Employment are submitted, school districts will enter or upload Master Schedule information. The Master Schedule collection includes information on course catalog, and teaching assignments at the class level.

The collection will cover the course offerings for the full school year and include reporting related to:

- ☐ Session Type Code (full-year, semester, trimester, etc.)
- ☐ Delivery mode (classroom, distance learning, resource services, etc.)
- ☐ Credits
- ☐ Course sequencing, to indicate if there are dependencies for the order that is required for students to take a class
- ☐ Academic level (special education, general education, remedial, etc.)

OPI will collect this information in October, February, and June of each school year.

K-12 Course Codes and Mapping Tool

Beginning in the Fall of 2013, schools/districts will submit course information using new K-12 Course Codes and then link courses to the teachers and students assigned to these courses. New 5-digit codes replace the existing 4-digit codes that are currently used for OPI's Annual Data Collection. The new codes tie to specific course content within a subject area.

The OPI K-12 Course Codes are not intended to replace local course codes and names, course content descriptions, or section ids. Districts will need to compare the content for each local course to the course descriptions in the OPI K-12 Course Code list, find the best match, and record the OPI code in the local student information system.

Why do we need a standardized set of course codes?

As Montana continues to build its statewide longitudinal data system for P-20 education, it is increasingly important to use a standardized system for reporting school programs and course offerings. For this reason, OPI has chosen to adopt and adapt the course coding systems developed by the National Center for Education Statistics (NCES). NCES has developed "School Codes for the Exchange of Data" (SCED), a standardized course classification system. The purpose of moving to a standardized code list is to help schools and education agencies maintain longitudinal information about students' coursework in an efficient format that facilitates the exchange of records as students transfer from one school to another, or to postsecondary education. These standardized codes will lay the ground work for the future development of electronic student transcripts.

K-12 Course Code Mapping Tool

To prepare for using the new course codes, OPI has created a K-12 Course Code Mapping Tool for districts to map their local course codes to the K-12 Course Codes. This is an optional tool for districts to use to facilitate the mapping process. Again, districts do not need to replace their local course codes, but they do need to map them to the K-12 Course Codes. This process needs to be completed by districts prior to the submission of school personnel assignment information in October 2013. With this mapping tool, districts will be able to save their work and make revisions as needed. Districts will then be able to save these mappings to a spreadsheet and import them into their local Student Information System or manually input them.

School Employee Salary and Benefit Information

Beginning in the Fall of 2013, OPI will collect salary and benefit information for each school employee. Districts will upload or enter actual expenditure information, by employee (SEID), for salaries and benefits using a standard set of expenditure codes. The data collection is part of the MAEFAIRS financial reporting system, which school business officials currently use for annual financial reporting and budget submission.

OPI Contacts

If you have questions or comments about these projects and developments, please contact one of the following individuals:

Danielle Murphy, School Staffing Project Manager, dmurphy@mt.gov, 406-444-1625

Elizabeth Keller, Educator Licensure Unit Manager, ekeller@mt.gov, 406-444-3150

Steve Hamel, School Finance Division, shamel@mt.gov, 406-444-0783

Teri Wing, Accreditation Specialist, twing@mt.gov, 406-444-4436

Madalyn Quinlan, Chief of Staff, mquinlan@mt.gov, 406-444-3168

Jamey Ereth, GEMS Project Manager, jereth@mt.gov, 406-444-4409